


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>MAINTENANCE PERSON</u>	CLASSIFICATION CODE: <u>00339700 (UNCLASS)</u>
	SALARY RANGE: <u>00309A 25451-27404</u>	REFERENCE POSITION NO.: <u>2090-50200-244</u>
	Department or Agency Name <u>EXECUTIVE MILITARY STAFF</u>	APPLICATION PERIOD: <u>1/2/05-1/8/05</u>
	Division/Section/Unit <u>MAINT. OF FEDERAL BLDGS.</u>	
	Assignment(s) / Comments <u>FLOATER</u>	
	Shift and Days: <u>TUES-FRI 7:30-4:45PM</u>	Job Location: <u>NORTH KINGSTOWN</u>
	Restrictions/Limitations: <u>LIMITED FEDERAL FUNDING 09-30-05</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94, LOCAL 2886</u>	
	There is <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE JOB SPECIFICATION ATTACHED.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through graduation from high school or GED equivalent. Desirable Experience: Such as may have been gained through: employment in building and plant maintenance work, which has involved at least two (2) years of building, electrical, plumbing or mechanical trades. Special Requirements: Must have the ability to obtain a military driver's license (valid state of RI driver's license in mandatory and must be maintained throughout duration of employment). The ability to obtain a security clearance for access to flightline and to obtain DOD certification for use of several types of equipment. Subject to BCI and NAC background investigation.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>EXECUTIVE MILITARY STAFF ATTN: SUE JAY 2841 SOUTH COUNTY TRAIL EAST GREENWICH, RI 02818</p> <p>Telephone #: <u>275-4648</u> Fax #: <u>275-4691</u> TTY/TDD #: <u>462-7105</u> (Telecommunication Device for the Deaf)</p> 	

UNCLASSIFIED

CLASS TITLE: MAINTENANCE PERSON

CLASS CODE: 00339700

GRADE: 00309A

POSITION #: 00244

LOCATION: Floater – North Kingstown, North Smithfield and Coventry. (Base Location – North Kingstown, incumbent to receive assignments to work locations as directed).

SCOPE OF WORK: To perform various skilled and semi-skilled tasks in the maintenance of machinery, buildings and equipment; to perform skilled work of a journeyman level in several trades; and to do related work as required.

SUPERVISION RECEIVED: Receives general direction and instructions from a supervisor with wide latitude for the exercise of independent judgement; work is reviewed on completion.

EXAMPLES OF WORK PERFORMED:

Install and maintain plumbing fixtures, seam lines, steam heating and cooking equipment.

Cut, thread and install pipe for steam water lines.

Install electric circuits, wall plugs and lighting equipment; to repair and recondition fans.

To clean and oil all electrical motors, installed in real property facilities; i.e., pump house, sewer lift stations, boiler motors and circulators.

Operate lathes, millers, drills and other machine shop equipment.

Paint buildings, walls or other surfaces.

Masonry work in connection with buildings, foundations, walks and wells.

Repair doors, doorframes and furniture; to fabricate and install temporary partitions; to operate and maintain wood lathes, sanders, joiner, power saws, planers and related power and hand tools.

Make repairs to roofs and install flashing and spouts. Make repairs on refrigeration and air conditioning equipment. Maintain generators as required. Inspect and maintain all civil engineering motorized equipment (i.e. snow blowers, lawn mowers etc) semi annually or as required by supervisor.

Weld and braze metals by use of arc and acetylene welders.

Accomplish all required grounds maintenance and repair to include grass cutting, tree and shrub care, snow removal and grounds equipment maintenance. Snow removal to be accomplished with heavy-duty government snow plowing vehicles or snow blowers. Respond to all after hour's facility emergencies

Perform grounds and ohms testing on all required facilities IAW regulations.

Submit written requests for supplies and equipment, including determination of kind, size, quantity, quality, and estimated costs for hardware. Picks up supplies, materials, and parts with government vehicle(s).

To accomplish other related job assignments as required by the maintenance supervisor or facility manager.

KNOWLEDGE, SKILLS, AND CAPACITIES: Must have a working knowledge of the standard practices, materials, tools and processes involved in trades related to general building maintenance; working knowledge of the operation of mechanical equipment; a working knowledge of the use of common tools and materials; the ability to make varied repairs without supervision; the ability to supervise a small group of helpers; the ability to work from pencil sketches/diagrams and related capacities and abilities.

SPECIAL REQUIREMENTS:

The ability to obtain a military driver's license (Valid State of Rhode Island driver's license is mandatory and must be maintained throughout course of employment).

The ability to obtain a secret clearance for access to flightline.

To obtain DOD certification for use of the following equipment:

Military Roll-Over Snow Plow

Ten (10) Ton Dump Truck

Five (5) Ton Dump Truck

Military Snow Blowers

Backhoe

Front-end Loader

Flat Beds

Bobcat

Forklift

Military Sweepers

Bucket Truck

Job Specification Continued: Maintenance Person

At time of appointment must be physically qualified to perform work assignments as evidenced by a physician's certificate.

EDUCATION AND EXPERIENCE: Such as may have been gained through completion of twelve (12) school grades or G.E.D. equivalent. Such as may have been gained through employment in building and plant maintenance work, which has involved at least two (2) years of building, electrical, plumbing or mechanical trades.